



UNITED STATES NAVY

TAKE THE HELM

SAPR-F GENERAL MILITARY TRAINING for KHAKIS
[SAPR-GM TK]

FACILITATION GUIDE FY13

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Overview

This facilitation guide is designed to prepare facilitators to conduct “Take the Helm” Sexual Assault Prevention and Response training for the Fleet (SAPR-F) for E-7 and above. This course was originally designed to be command-delivered training for the Navy’s Fleet—E6 and below. As a result of the positive feedback received and leadership’s desire to see “the rest of the story,” the SAPR-F course has been redesigned to be used as FY13 command-delivered General Military Training (GMT) for E-7 and above beginning with Sexual Assault Awareness Month (SAAM) in April 2013.

The Navy’s khaki leadership plays a significant role in sexual assault prevention and response, particularly in the creation and sustainment of command climates that stop sexual assault and promote a culture of respect, trust and professionalism in the force. SAPR-F continues the storyline from SAPR-L, but is reoriented to focus on Bystander Intervention, emphasize the importance of disrupting the continuum of harm and recognizing misplaced loyalties.

Contained within this guide are instructions for setting up and playing the SAPR-F course video, as well as questions to guide discussions about the reality of sexual assault in the Navy, Sailors’ roles in preventing sexual assault through responsible decision-making and Bystander Intervention, reporting options, and available resources for victims of sexual violence.

Course Goals

This training is designed to emphasize that the eradication of sexual assault, and overall positive culture change in individual commands and in the Navy, is every Sailor’s responsibility. In particular, this course aims to educate Sailors about Bystander Intervention and encourage responsible decision-making.

Course Objectives

At the conclusion of the course, Sailors should be able to:

- Recognize the nature and magnitude of the problem of sexual violence in the Navy.
 - Understand that behaviors such as sexism, inappropriate jokes, and sexual harassment are elements of the continuum of sexual harm and have no place in a professional working environment and the Navy.
 - Recognize the negative impact of sexual assault on victims, shipmates, and the Navy.
 - Be aware of the prevalence of myths and misperceived norms that contribute to a culture in which sexual misconduct is ignored, downplayed, or accepted, and in which victims are afraid to report.
- Articulate the role that responsible decision-making has on sexual assault prevention.
 - Recognize that professional relationships with shipmates should be based on trust and respect, and always align with the Navy’s Ethos and Core Values.
 - Understand that preventative decision-making plays an integral role in personal safety.
 - Be aware of the pervasive role that alcohol plays in many sexual assaults, and recognize the difference between responsible drinking versus alcohol abuse.
- Understand the importance of Bystander Intervention and learn to apply techniques to real-life situations.
 - Recognize that as leaders in the Navy we own this problem; we must solve it; and we will do it together.
 - Expect all Sailors to intervene on behalf of another Sailor, and understand that Bystander Intervention aligns directly with the Navy’s Core Values of Honor, Courage, and Commitment.
 - Know how to apply Bystander Intervention strategies: direct, indirect, distraction, and protocol.
 - Be aware that loyalties should always be to the Navy and to the mission, especially in situations in which loyalty to shipmates would go against the Navy’s Core Values.

- Understand the reporting options available to victims of sexual assault, as well as the resources available for assistance.
 - Understand that the Navy encourages all victims of sexual assault to report and seek help.
 - Articulate the two reporting options, restricted and unrestricted, and understand the definitions of each.
 - Be aware of available sexual assault prevention and response resources, including Sexual Assault Response Coordinators (SARC), Victim Advocates (VA), and healthcare personnel.

Course Format

This course is composed of two primary elements: video and facilitated discussion. The video includes CNO and MCPON introduction and concluding messages, as well as a dramatization of a sexual assault incident. The video is designed to be played with intermittent breaks for discussion. **Success of the training rests entirely on the command's commitment to delivering quality, professional training that engages khaki leadership in the discussion about sexual assault.**

The estimated length of this training is 75 minutes. However, please do not feel you must end the training at 75 minutes. Encourage productive discussion for as long as time is allowed.

- Course Video: 26 min
- Script Intros: 2 min
- Facilitated Discussion: 47 min

Set-Up and Equipment Needs

All commands should already have at least one copy of the SAPR-F "Take the Helm" DVD. Commands that do not have a copy of the DVD should download the video from Navy Knowledge Online (NKO) prior to beginning the training. To download the video, users will need to be logged into NKO. Select the Leadership tab and scroll down the page to the SAPR Training section.

Additional information, as well as the SAPR-F Facilitator Guide and SAPR-F Supporting Material Brochure, can be downloaded from the SAPR-L/F Training Page at:

<http://www.public.navy.mil/bupers-npc/support/sapr/Pages/training.aspx>.

All training locations must have audiovisual equipment to play the course video (data DVD), including:

- laptop or desktop computer with a DVD drive
- projector (that can be connected to the computer)
- projection screen or surface
- speakers/audio system
- classroom in which lights can be dimmed or turned off for maximum visibility

NOTE: The course video is on a data DVD, and will only play on computers. The DVD will not play in a DVD player. To ensure that the DVD plays correctly, please follow these instructions:

1. Insert the DVD into the computer.
2. Navigate to “My Computer” and double click on the DVD icon (SAPR-F).
3. Drag the “TakeTheHelm_SAPR-F.wmv” file to the desktop. (It may take up to 15 minutes for the file to save to the desktop. DO NOT PLAY DIRECTLY FROM THE DVD. Playing directly from the DVD may cause visual or audio delays.)
4. Double click on the TakeTheHelm_SAPR-F.wmv on the computer desktop to launch the course.

Instructors

The success of this training depends on a prepared and respected leader who has the skill and talent to get Sailors to communicate and speak openly and frankly about this difficult topic. The SAPR-F GMT for Khakis (SAPR-GMTK) course should be command delivered, with the Commanding Officer hand-selecting the khaki leadership to best facilitate the material, keeping in mind that many Fleet Sailors have already been trained to deliver very similar content. There will be no Master Mobile Training Teams modeling the training for this GMT as there was for SAPR-L and SAPR-F.

A group of 15-30 training participants is ideal for maximum participation in the facilitated discussions. The class size should not exceed 35 participants; groups that are too large may stifle discussion. Best practices/feedback from both the SAPR-L and SAPR-F Training revealed that larger groups were not sufficiently engaged in the discussion of this material to ensure a thorough examination of the issues.

Preparation

Format of the Facilitation Guide

This guide is not designed to be a rigid script; rather, it is designed to equip leaders with thought-provoking questions about sexual assault prevention and response to engage khaki leadership in meaningful discussion. The guide is composed of four acts that correspond with the video: SHIPMATES, ON LIBERTY, THE AFTERMATH, and THE CHALLENGE. Each section of the guide includes the following prompts:

- **Suggested Script:** The script provides facilitators with informative and compelling statements to transition between the course video and discussion segments.
- **VIDEO: Play and pause:** These indicate when the video should be played; prompts in the video indicate when the movie should be paused for discussion. Facilitators should pause the video when there is no text on the screen (between the “Pause Video for Discussion” prompt and the title of the next act).
- **Questions:** The questions in each segment are designed to elicit thoughtful discussion from the group. Facilitators should use these questions to explore their Sailors’ awareness and levels of understanding about sexual assault, identify topics or beliefs that may need to be addressed, and determine areas in which further education may be beneficial.
- **What to Listen For:** These are responses that facilitators should be hearing and encouraging from the group. The group may provide responses that are not listed in this guide. Facilitators should let Sailors generate original ideas and responses, and *use the bullets simply as a guide*.

“Do’s and Don’ts” of Facilitation

- **Do** ensure that everyone in the room can hear the discussion; repeat questions and comments that may have been spoken too quietly for others to hear.
- **Do** be alert to statements that reveal stigma, misperception, or a myth about sexual assault. Correct these statements.
- **Do** refer to the video to emphasize speaking points; the video is a useful tool for providing examples from a shared point of reference.
- **Do not** allow only a few participants to dominate the conversation.
- **Do not** let the class stray off topic. Keep the conversation focused.
- **Do not** attempt to guess if you do not know how to answer a question about statistics, resources, law or policy. Offer to research the question and provide an answer later, and explain your plan for doing so.
- **Do not** discuss or permit the discussion of current sexual assault investigations or disclose details about alleged or suspected incidents. Confidentiality of Sailors is paramount. Discussing confidential information undermines the Navy’s objective of encouraging reporting by establishing trust.
- **Do not** discuss your personal opinions about sexual assault, its causes, or the Navy’s system for resolution.

List of Key Players in the Drama

- FC1 Colin Beck, LPO (perpetrator)
- FC1 Brett Conway (narrator)
- FC2 J.P. Pope (shipmate)
- FC3 Erica Walsh (sexual assault victim)
- OS2 Gerrad Caldwell (Walsh’s shipmate and female friend)
- Lauren (Beck’s Key West target)

FACILITATION GUIDE --- ACT 1 --- Shipmates

❖ SUGGESTED SCRIPT

- *Sexual assault is a problem that we've heard a lot about and it remains a serious problem. Actually, it's more than a problem – it's a crime.*
- *We've all seen SAPR-L. SAPR-Fleet continues the storyline from SAPR-L, but is reoriented to focus on Bystander Intervention, to emphasize the importance of disrupting the continuum of harm and misplaced loyalties.*
- *We're going to expand the discussion that took place during SAPR-L, watch the movie that all of our E-6 and below Sailors have seen, and let it guide our conversations for the next 75 minutes. It's important that we continue to talk frankly about sexual assault so that we can tackle this problem head-on.*
- *As you watch the movie, pay attention to inappropriate behaviors and think about whether you've ever witnessed similar behaviors by your Sailors, peers, or other leaders.*

❖ VIDEO: Play and pause

❖ FACILITATED DISCUSSION [suggested discussion period: 20 minutes]

QUESTION: Now that all of your Sailors have seen and discussed this movie, and since we had SAPR-L training last year, what can you do as a leader to show that you're taking the lessons of SAPR seriously...what have you done in your commands to "get to the left" of this problem?

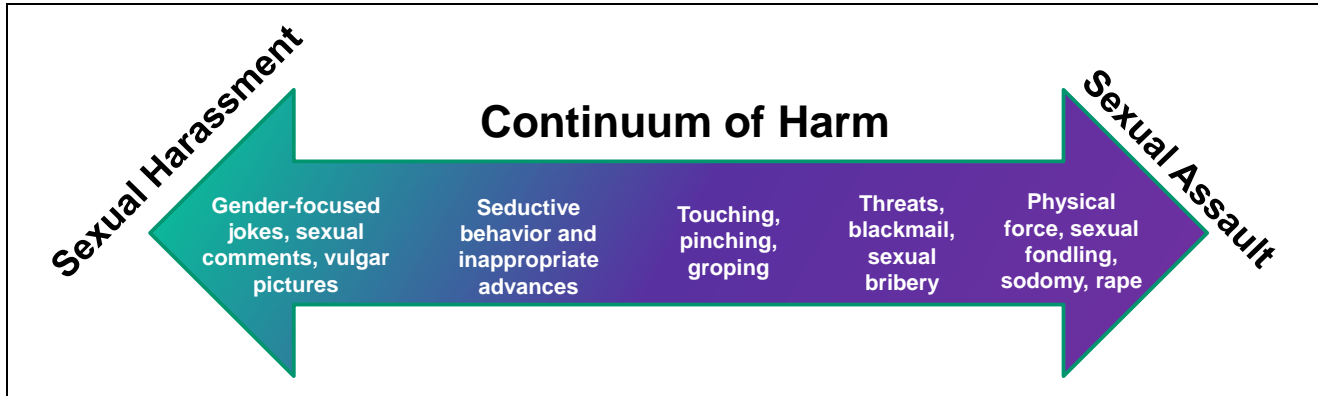
What to listen for:

- Acknowledge the nature and magnitude of the problem of sexual violence in the Navy
- Be aware of the myths and misperceived norms that contribute to a culture in which sexual misconduct is ignored, downplayed, or accepted, and in which the victim is afraid to report
- Model appropriate behavior; be consistent with your message
- Recognize and not permit "continuum of harm" behaviors
- Educate Sailors about the influence and power of bystander intervention
- Know and utilize available SAPR resources

QUESTION: Taken in isolation some of those behaviors might not seem to be a problem, but now that we all understand the continuum of harm, how can those actions lead to a command climate that is possibly tolerant of misconduct? And as leaders, how do we foster a command climate based on respect and professionalism? What does that look like from the perspective of daily operations?

What to listen for:

- “Continuum of Harm” behaviors when left unaddressed foster an environment in which a perpetrator may feel he or she has leeway to push boundaries, and perhaps, get away with a sexual assault
- When we notice unsatisfactory behaviors, we must swiftly address and correct them
- Ensure that everyone collectively creates a culture in which disrespect, in any form, is not allowed
- Foster relationships that are based on professionalism, trust, respect, and communication
- Default to the Navy’s Core Values of Honor, Courage, and Commitment, and to Navy Ethos characteristics of Integrity, Discipline and Teamwork



QUESTION: Why do you think Walsh was hesitant to speak up and tell Beck – or anyone – that she was uncomfortable? What role might the command climate have played in her hesitation? Are we doing counseling correctly? Do you, as leaders, have time to do it? Is it “drive by” counseling or more in-depth career, personal development discussions?

What to listen for:

- She was new to the ship and was afraid to look like she was complaining
- She knew Beck was highly regarded by peers and leaders
- She appreciated that Beck was helping her with her quals
- She didn’t want to create awkwardness or tension in the CIWS workshop; she wanted to fit in
- She was afraid that she was over-reacting, or that others might perceive it that way

QUESTION: Conway seems to think Beck is crossing a line with Walsh, but he doesn’t address the issue immediately, or perhaps as directly as he should. Why do we hesitate to intervene? Sometimes we place our loyalties to our fellow “khakis” – to the Wardroom and Chiefs Mess before our loyalty to the Navy and the Navy’s values. Do you think it’s any easier for senior leaders to intervene when it’s their peers or superiors?

What to listen for:

- We are worried about harming a friendship
- We don’t want to be perceived as a “snitch”
- When we find ourselves in unsettling circumstances, we shut down and pretend everything is normal
- We suffer from motivated blindness; we don’t see what is not in our interest to see
- We are afraid of misjudging the situation
- We perceive the intervention will be ineffective
- We have no allies or fear going against the group

QUESTION: What makes it so difficult for any of us to step up and step in and do the right thing? Who can we not afford to lose – do they get special treatment and do we tend to ignore or look the other way if they do step over the line? If we're condoning this behavior in our "ace" Sailors, how does that affect command climate?

What to listen for:

- Your dedication should always be to the Navy, and align with the Navy's Core Values of Honor, Courage, and Commitment
- If you're really loyal, you should step in and prevent someone from doing something they shouldn't be doing
- Intervening could save your shipmate from committing a crime and, at minimum, stepping over the line
- Encourage the group to discuss the dilemma of loyalty to one's peers versus loyalty to the Navy at any level

FACILITATION GUIDE --- ACT 2 --- On Liberty

❖ SUGGESTED SCRIPT

- *Sailors in the United States Navy are part of a warfighting team – but the strength and performance of the team depends entirely on our commitment to one another.*
- *If we have conflict in our own ranks – including unprofessionalism, disrespect, or misplaced loyalties – we jeopardize trust and confidence in one another.*
- *We need to be able trust one another. Trust is given once; if violated it must be re-earned, often at significant cost.*
- *As we return to the video, pay particular attention to opportunities for someone to step in and stop a situation from going too far.*

❖ VIDEO: Play and pause

❖ FACILITATED DISCUSSION [suggested discussion period: 15 minutes]

QUESTION: What exactly is Bystander Intervention?

What to listen for:

- *Bystander Intervention is a strategy that motivates and mobilizes people to act when they see, hear, or otherwise recognize signs of an inappropriate or unsafe situation, to prevent harm.*

QUESTION: We all know leadership failed to build a cohesive, shared awareness of the situation in the movie. Since the SAPR-L training, have you changed your approach in talking to your Sailors? What are you doing differently? Is it working or have you noticed a difference? How do we encourage young leaders to take a more invasive role?

What to listen for:

- The Ensign could have had the conversation with Walsh in her state room; she could have chosen her language more carefully, not putting her “CIWS ace” on a pedestal prior to asking if all else was alright.
- The Chief should have taken ownership of the problem. He started his discussion with Beck at the computer with “word on the ship” instead of taking control of the conversation.
- The Chief never spoke with Walsh.
- Perhaps neither the Chief nor the Ensign really wanted to know something was going on, afraid they could potentially lose their “ace.”
- From SAPR-L, the CMC could have stopped and listened to the Chief, asked for follow up in a few days.
- Take the time to get to know your Sailors
- Have the hard conversations with all of our shipmates; openly discuss the continuum of harm and how seemingly low-level behaviors can escalate and create an environment that is susceptible to sexual misconduct

QUESTION: Alcohol played a role in the incident at the hotel party. How does alcohol play into sexual assault incidents? The LPO and other First Class Petty Officers were drinking at the party – do we have the right command policy on alcohol – are we sending the right message at the command holiday party and summer picnic? What can we do better or differently?

What to listen for:

- Alcohol plays a role in the majority of reported sexual assault cases
- It can lower inhibitions; clouds judgment
- It can impact a person’s ability to consent
- It can be used to incapacitate someone (through intoxication or date-rape drugs)
- It can impede the judgment and awareness of bystanders
- We need to walk the walk and talk the talk – model the behavior we want to see

QUESTION: We did not hear Walsh say “no” or fight back when Beck closed and locked the hotel room door because the video cut to black. However, according to Walsh’s allegation, whatever took place was not consensual. So what is consent? What do we need to teach our Sailors about consent? Was Walsh just suffering from “buyer’s remorse?” How have you promoted conversations about consent (and alcohol) in your liberty briefs or Friday musters?

What to listen for:

- Let Sailors explain consent in their own words. Listen for:
 - Consent is freely given permission to engage in an act
 - Alcohol can impair a person’s ability to consent; **alcohol use does not preclude the ability to give or receive consent, but having sex with a person who has been drinking is legally risky**
 - A person’s silence does not imply consent
 - Consent should be clear and certain
 - You should never assume you have consent

- A current or former relationship does not give a person automatic permission
 - If nothing else, remind Sailors that mixing alcohol and sexual activity is RISKY BEHAVIOR
- Definition of consent (provided for background information):

“A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious or incompetent person cannot consent.”

FACILITATION GUIDE --- ACT 3 --- The Aftermath

❖ SUGGESTED SCRIPT

- *Sexual assault is a traumatic, frightening, life-altering experience for victims.*
- *Sexual assault wounds victims physically, and emotionally.*
- *And the impact of sexual assault doesn’t stop there. Shipmates are affected. The command is affected. The mission is affected.*
- *As you watch the final piece of the drama, listen to the impact that the sexual assault had on Walsh, her shipmates, and on her chain of command; think about the impact to the Navy’s mission readiness.*

❖ VIDEO: Play and pause

❖ FACILITATED DISCUSSION [suggested discussion period: 12 minutes]

QUESTION: We’ve seen throughout the movie that Walsh is dealing with a range of emotions, as many victims do. We also saw that Walsh was not the only Sailor affected by the sexual assault. What happened to her shipmates and to the command?

What to listen for:

- There was gossip, anger, and distrust among shipmates; Pope blamed Walsh
- The chain of command’s attention was diverted and not devoted entirely to the mission
- Beck was removed from the ship
- Walsh asked to be transferred
- The entire Department experienced increased workload

QUESTION: If there is a sexual assault allegation, how should we, as shipmates and as leaders, treat the parties involved? Since participating in the SAPR-L training, have you had any reports of sexual misconduct and how did you manage at both the leadership level and within the Response system?

- Don't take sides
- Don't re-victimize by asking questions or conducted a self-appointed investigation
- Don't gossip or spread rumors
- Let the chain of command and appropriate authorities handle the situation
- Leadership's role is to: "Support – report – and initiate an official NCIS investigation"

QUESTION: The CNO stated that the effects of sexual assault are far reaching – they affect the readiness of our entire navy. How else do sexual assaults harm the Navy as a whole?

What to listen for:

- They lower morale; they erode trust
- They increase transfers, which decreases manning levels
- They tarnish the Navy's reputation; even if one Sailor commits a crime – the message that often resonates is it's the "U.S. Navy" or a "U.S. Sailor"

QUESTION: Walsh had a difficult decision to make – make a report and potentially get into trouble for underage drinking, or not report and continue working alongside Beck. Did she make the right decision? Why?

What to listen for:

- Let Sailors offer their opinions, THEN
- Inform them that:
 - Getting help for victims after a sexual assault is one of the Navy's top priorities
 - The Navy encourages victims of sexual assault to get help and report, although ultimately that is always the victim's decision
 - Collateral misconduct takes a temporary backseat to the sexual assault allegation – not that the other offense will be ignored, but the Commanding Officer will take into account the ongoing investigation and circumstances in determining when and how to address the collateral misconduct.

QUESTION: Some victims choose not to come forward, or choose to file a restricted rather than an unrestricted report. As leaders, how can we increase a climate of victim confidence associated with reporting so that victims trust their command and feel supported to endure the entire investigation and adjudication process?

What to listen for:

- Leverage leadership at all levels, particularly those most directly connected with the target audience
- Create community empowered bystander intervention
- Train first responders
- Address sexual assault reporting options and reducing stigma in awareness training at all levels
- Execute SAPR initiatives at the deckplate level
- Behave in a way that is transparent to the people we have the privilege of leading

QUESTION: SAPR-L and SAPR-F are both titled “TAKE THE HELM” – Why do you think that is?

What to listen for:

- It is up to all of us – E-1 to O-10 to step up and step in when we see something wrong
- CNO states that each of us need to be the first line of defense
- We all need to take charge of this problem and steer it in the right direction
- Success will only be achieved with an all hands, top-to-bottom, concerted effort to eliminate sexual assault from our ranks

FACILITATION GUIDE --- the CHALLENGE --- Take the Helm

❖ SUGGESTED SCRIPT

- *Eliminating sexual assault from our ranks is an all-hands effort that is leadership-driven.*
- *Any claim to leadership we have is founded on the trust and confidence that our Sailors, and the American People, have in us.*
- *Sexual Assault is a crime. We own it...we'll solve it...together. Do YOU have the COURAGE to step up and do what is right?*
- *We're going to play a message from the CNO and MCPON to conclude this course.*

❖ VIDEO: Play

CNO/MCPON video messages conclude the course.

Appendix A: Glossary

1. **Assault** – The use of unlawful force or violence either as an overt act with the intent of inflicting bodily harm, or as an unlawful demonstration of violence, through an intentional or culpably negligent act or omission, either of which creates in the mind of another a reasonable apprehension of receiving immediate bodily harm.

2. **Consent** – A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious or incompetent person cannot consent.

3. **Domestic Abuse**

- a. Domestic violence; or
- b. A pattern or behavior resulting in emotional/ psychological abuse, economic control, and/or interference with personal liberty when such violence or abuse is directed toward a person of the same sex or opposite sex who is:
 - (1) A current or former spouse;
 - (2) A person with whom the abuser shares a child in common; or
 - (3) A current or former intimate partner with whom the abuser shares or has shared a common domicile.

4. **Domestic Violence** – An offense under the United States Code, the UCMJ, or State law that involves the use, attempted use, or threatened use of force or violence against a person of the same sex or opposite sex, or the violation of a lawful order issued for the protection of a person of the same sex or opposite sex, who is:

- a. A current or former spouse;
- b. A person with whom the abuser shares a child in common; or,
- c. A current or former intimate partner with whom the abuser shares or has shared a common domicile.

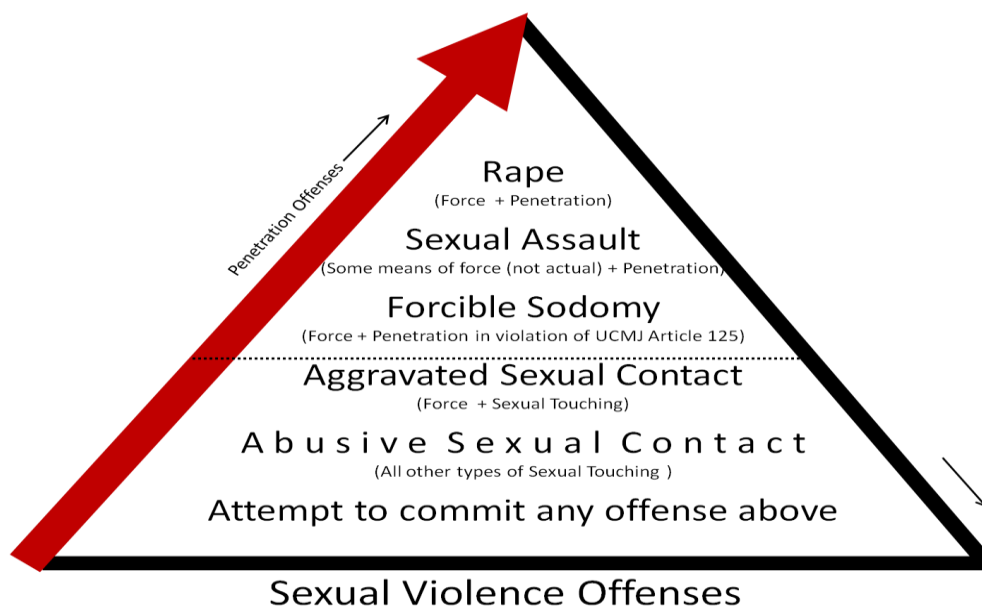
5. **Healthcare Personnel** – All healthcare providers are considered healthcare personnel. This also includes persons assisting or otherwise supporting healthcare providers in providing healthcare services (e.g., administrative personnel assigned to a Medical Treatment Facility (MTF)).

6. **Healthcare Provider** – Those individuals who are employed or assigned as healthcare professionals, or credentialed to provide healthcare services, at a military medical or military dental treatment facility or military family support center, or who provide such care at a deployed location or in an official capacity. This includes military personnel, DoD civilian employees, and DoD contractors who provide healthcare at an occupational health clinic for DoD civilian employees or DoD contractor personnel. The definition includes Fleet and Family Support program clinicians that function in a government oversight and/or supervisory capacity.

7. Reporting

- a. **Restricted Reporting** – Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an official investigation. The victim's report provided to healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies. The Restricted Reporting Program applies to Service members and their military dependents 18 years of age and older. Only a SARC, SAPR VA, or healthcare personnel may receive a Restricted Report, previously referred to as Confidential Reporting; however, it may not be an option if the sexual assault occurs outside of the military installation or the victim first reports to a civilian facility and/or a civilian authority or if prohibited by law. This will vary by State, territory, and/or overseas local agreements. See DoD Directive 6495.01.
- b. **Unrestricted Reporting** – A process by which the sexual assault victim discloses, without requesting confidentiality or restricted reporting, that he/she has been the victim of a sexual assault. Under this circumstance, the victim's report and any details provided to healthcare personnel, SARC, SAPR VA, command authorities, or other persons are reportable to law enforcement and may be used to initiate the official investigative process. The victim's command is required to report the incident to NAVCRIMINSERV. However, nothing in DoD policy requires a victim to participate in any criminal investigation. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

8. **Sexual Violence Offences** – Sexual violence offenses include rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy, and attempts to commit these offenses.



9. Sexual Assault Response Coordinator (SARC) – A military or DoD civilian at an installation who serves installation, tenant and operational commanders as the SAPR subject matter expert and central POC with responsibility for ensuring that training and responsive care is properly coordinated, provided to victims of sexual assault, and tracked from the initial report through final disposition and resolution.

10. Sexual Assault Prevention and Response Victim Advocate (SAPR VA) - A military service member or DoD civilian at an installation who provides non-clinical crisis intervention, referral, and ongoing non-clinical support to adult sexual assault victims. Support will include providing information on available options and resources to victims. The SAPR VA, on behalf of the sexual assault victim, provides liaison assistance with other organizations and agencies on victim care matters and reports directly to the SARC when performing victim advocacy duties. Personnel who are interested in serving as a SAPR VA are encouraged to volunteer for this duty assignment.

11. Sexual Harassment - A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or,
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

12. Victim - For purposes of this guide, a victim is any person who reports the commission of a sexual offense upon him/herself, or is identified, based upon the report of another person or other information, as a person who has been subjected to a sexual offense.

Appendix B: Additional Resources

DoD Sexual Assault Prevention and Response Office (SAPRO):

www.sapr.mil

Navy SAPR Program

http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/SexualAssaultPreventionandResponse/

SAPR-Leadership web resources:

<http://www.public.navy.mil/bupers-npc/support/sapr/Pages/training.aspx>

MyDuty.mil:

www.myduty.mil

DoD Safe Helpline:

<http://www.safehelpline.org>

Phone Number: 877-995-5247

Text: 55-247 CONUS or 202-470-5546 OCONUS (international fees apply)

Policy, Guidance, and Directives:

OPNAVINST 1752.1B, Sexual Assault Victim Intervention (SAVI) Program (revision currently in progress)

SECNAVINST 1752.4A, Sexual Assault Prevention and Response

DOD Instruction 6495.02, Sexual Assault Prevention and Response Program Procedures

DOD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program